



WASHINGTON HISTORIC PRESERVATION COMMISSION
Regular Scheduled Meeting - Agenda
Tuesday, April 2, 2013
7:00 PM

I. Opening of the meeting

II. Invocation

III. Roll call

IV. Old Business

1. None

V. Major Works, Certificate of Appropriateness

A. Major Works

1. A request has been made by Ms. Gerri McKinley for a Certificate of Appropriateness to demolish the existing garage/workshop and construct a new garage/workshop in the same footprint at the rear of the property located at 405 East Main Street.
2. A request has been made by Chuck and Jenna Davis for a Certificate of Appropriateness to: 1) to remove 2 Cedar Trees at the corners of the house to prevent structural damage and 1 tree in the rear yard, 2) construct a new deck at the rear of the structure, 3) construct a six feet high wooden privacy at the rear of the property all on the property located at 413 East Main Street.
3. A request has been made by Anne and Matthew Willard for a Certificate of Appropriateness to demolish the structure located at 324 East 2nd Street because of the cost of renovation.
4. A request has been made by Mr. Dan McNeil for a Certificate of Appropriateness to construct a six feet high wooden privacy fence along the eastern property line of the property located at 628 East Main Street. At the mid-point of the house the fence would begin to step down until it was four feet in height.

B. Minor Works

1. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Mark Sillitoe replace the exterior stairs with like material at the north side of the structure located at 200 Water Street because of the poor condition.

2. A request has been made and approved by staff for a Certificate of Appropriateness to Chuck and Jenna Davis to replace the rotten and damaged siding and repair the porch decking with like materials on the structure located at 413 East Main Street
3. A request has been made and approved by staff for a Certificate of Appropriateness to Ms. Sheri Dean to: 1) repair the stone fence at the front of the property, 2) move the existing Palm tree six feet to the left so it will not block the view of the house, and 3) replace the rotten floor boards on the front porch at the structure located at 122 East 2nd Street.

VI. Other Business

1. Preliminary review – Dwellings – Moss Landing Subdivision
2. Design Guidelines

VII. Approval of Minutes – March 5, 2013

VIII. Adjourn

**New Business
Major Works
405 East Main Street**

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please Use Black Ink

Street Address of Property: 405 East Main Street

Historic Property/Name (if applicable): N/A

Owner's Name: Geraldine McKinley

Lot Size: 53' feet by 160' feet.
(width) (depth)

List all properties within 100 feet; on both sides, in front (across the street), and to the back of the property: (If necessary, attach a separate sheet)

Brief Description of Work to be Done:

Remove existing garage/carport and construct a new 22' x 45' garage/workshop

with appropriate materials at the rear of the property.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Geraldine B. McKinley
(Name of Applicant - type or print)

405 East Main Street Washington 27889
(Mailing Address) (Zip Code)

3/5/13 975-8010
(Date) (Daytime Phone Number)

Geraldine B. McKinley
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.)

(Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.



ADDRESS: 405 E Main St

TAX PARCEL NUMBER: 5685-07-0031

CONTRIBUTING: Yes

CONTRIBUTING NUMBER: 131 **NON-CONTRIBUTING NUMBER:**

CURRENT OWNER: Geraldine B Bennett

FLOOD ZONE: No

SQUARE FOOTAGE OF STRUCTURE: 2543

WINDOW STYLE: 2/2 Downstairs: same

DOOR STYLE:

ROOF MATERIAL: Tin

DESCRIPTION: 2 story late 19th, early 20th century frame house with bay windows, wide porch, diagonal treatment under porch.

OTHER FEATURES: (i.e. fences, accessory buildings, etc.): Garage- 20 x 46, 15 x 14 (attached to garage)

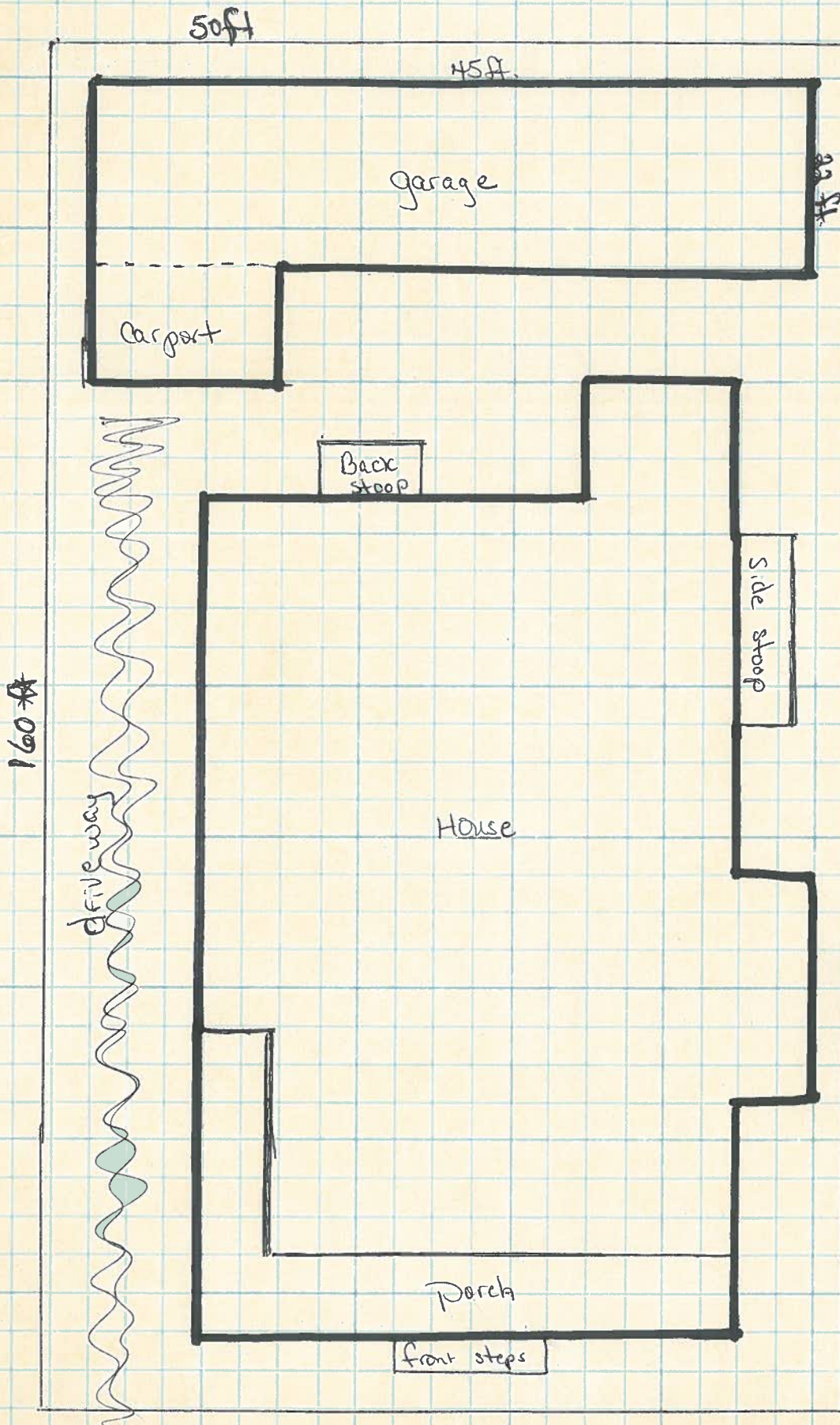
Site: 1 LOT 405 EAST MAIN STREET



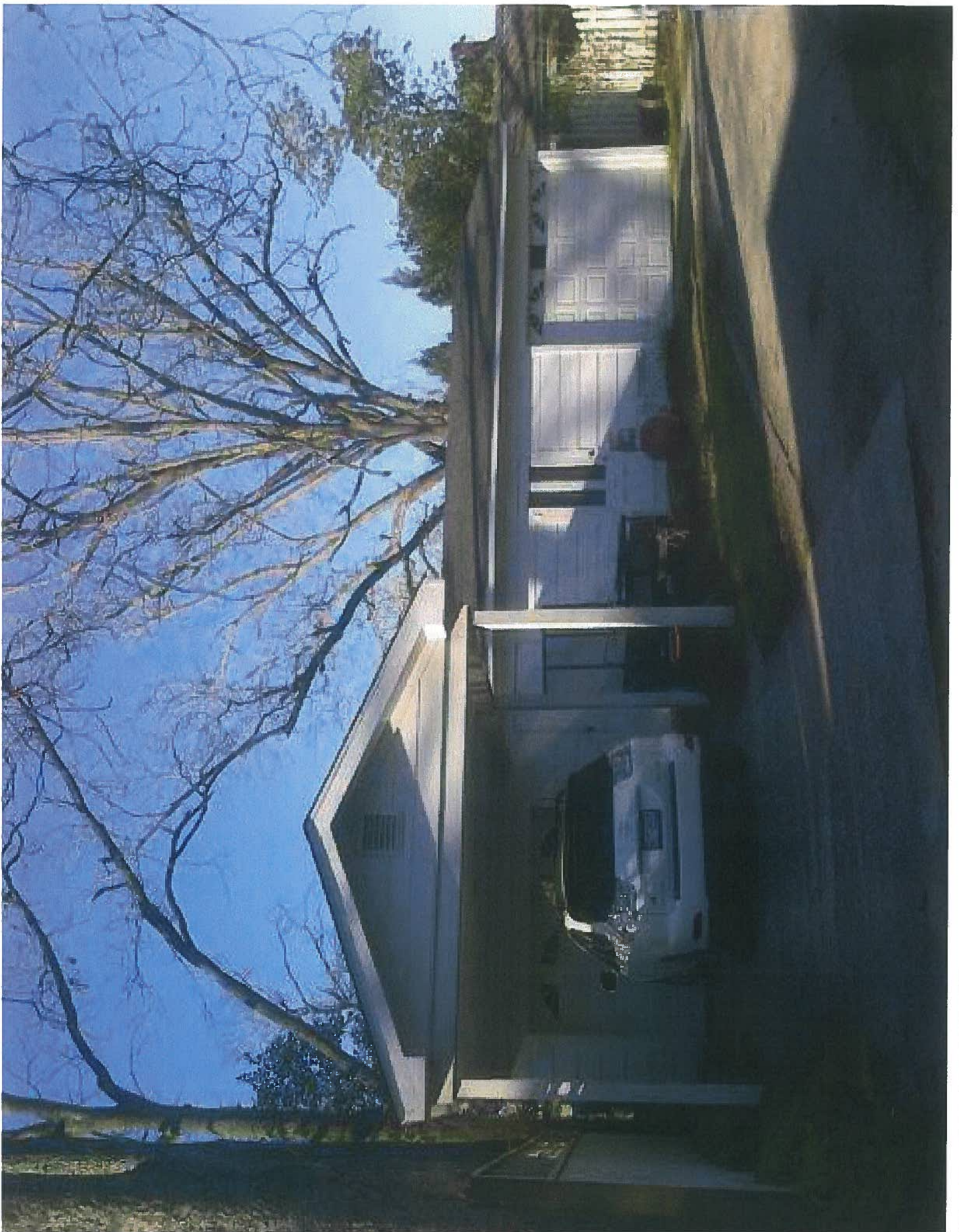
Property Details:

PIN	01033080	GPIN	5685-07-0031
GPINLONG	5685-07-0031	NAME1	BENNETT GERALDINE BOYD
NAME2		ADDR1	405 E MAIN ST
ADDR2		CITY	WASHINGTON
STATE	NC	ZIP	27889
PROP_ROAD	405 E MAIN ST	ACRES	0
ACCT_NBR	29998	MAP_SHEET	568509
NBR_BLDG	3	DATE	2/13/2002
DB_PG	1242/0663	LAND_VAL	43500
BLDG_VAL	134572	DEFR_VAL	0
TOT_VAL	178072	NBHD_CDE	H
NBHD_DESC	HISTORICAL	SUB_CDE	
SUB_DESC		STAMPS	0
SALE_PRICE	0	ZONE	RHD
LAND_USE		DISTRICT	01
PROP_DESC	1 LOT 405 EAST MAIN STREET	MBL	568509113
EXMPT_PROP		EXMPT_AMT	0
ROAD_TYPE	P		
CENSUS_BLK			
PREVASSESS	0		

DISCLAIMER: These maps and information either in digital or hardcopy format are provided solely as a public service and they do not meet surveying accuracy standards. This map data is prepared from the inventory of real property found within this jurisdiction and is compiled from recorded deeds, plats, and other public records and data. Users of any maps generated on this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on any maps. The County of Beaufort assumes no legal responsibility for the information contained on these maps.

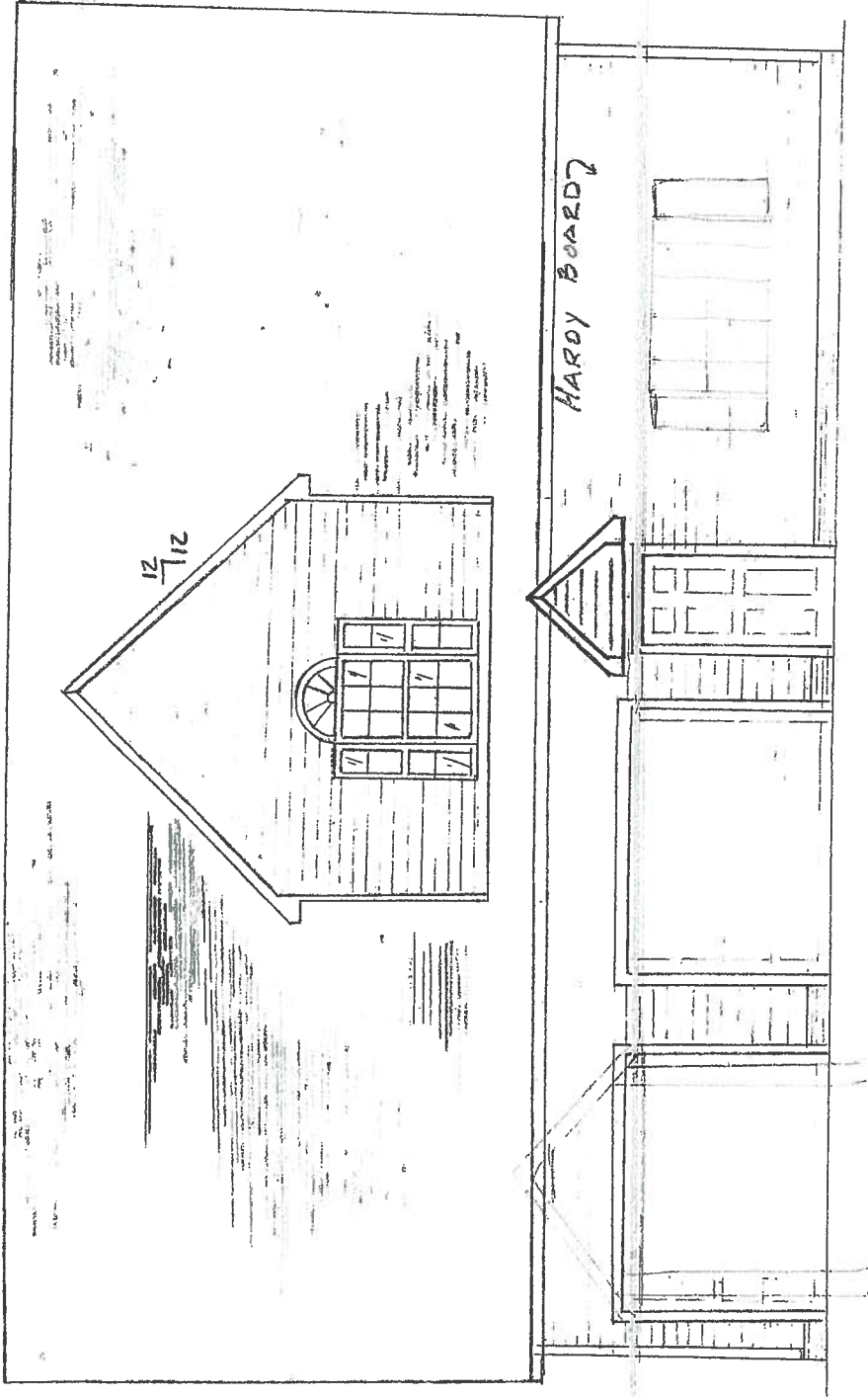




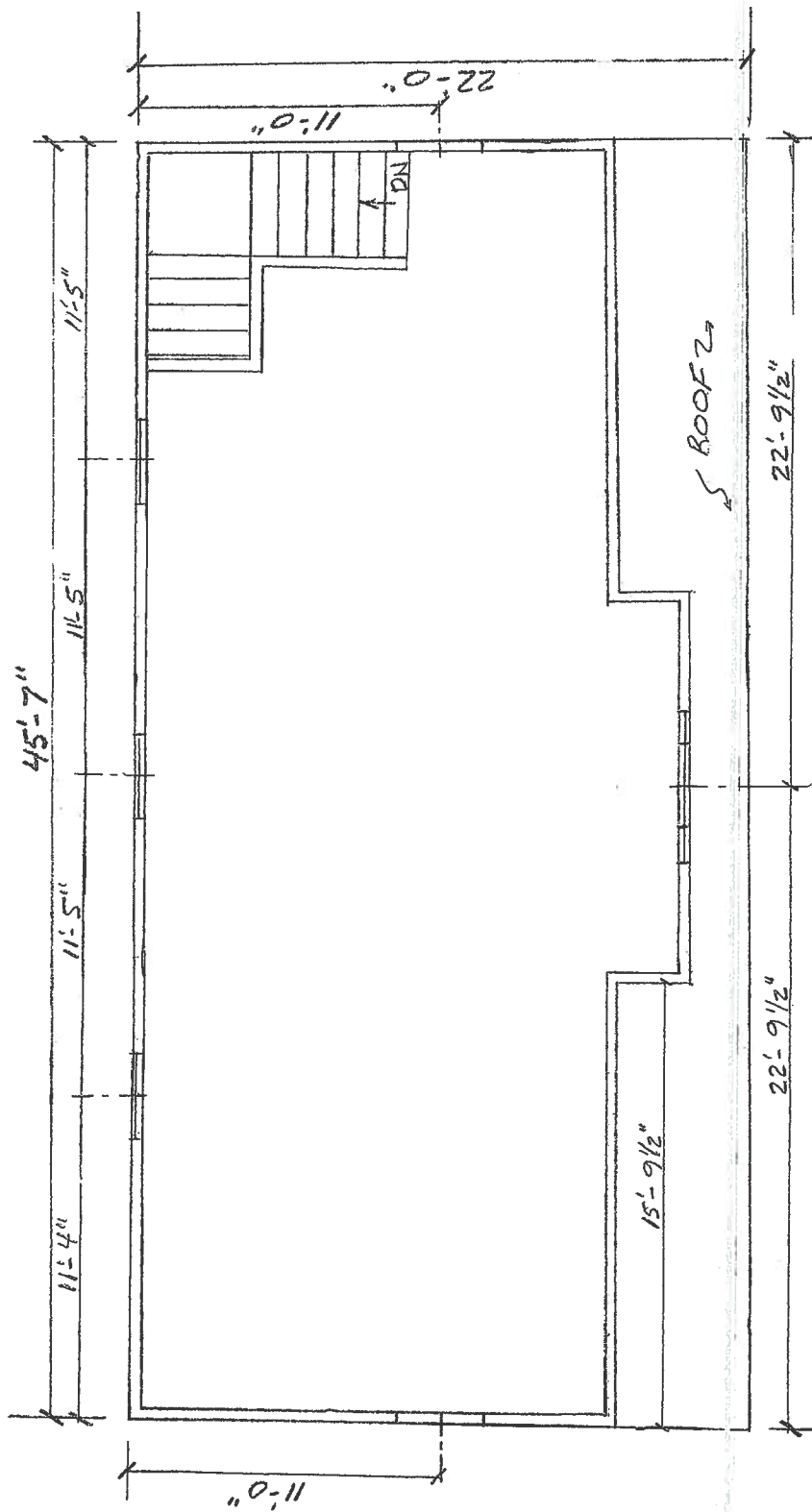






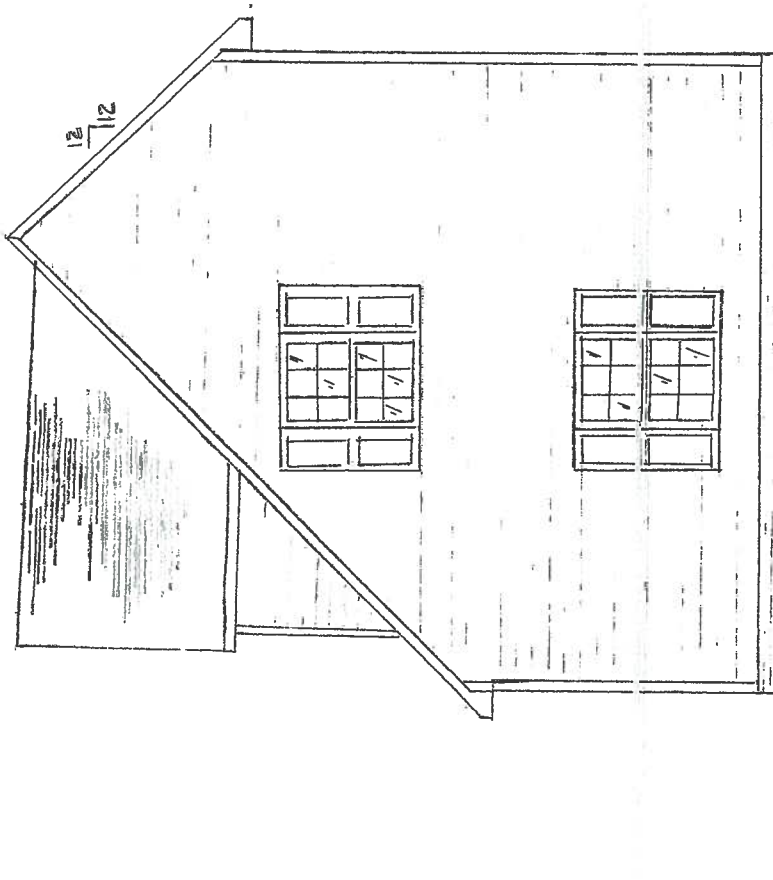


FRONT ELEVATION
@ 1/4" = 1'-0"

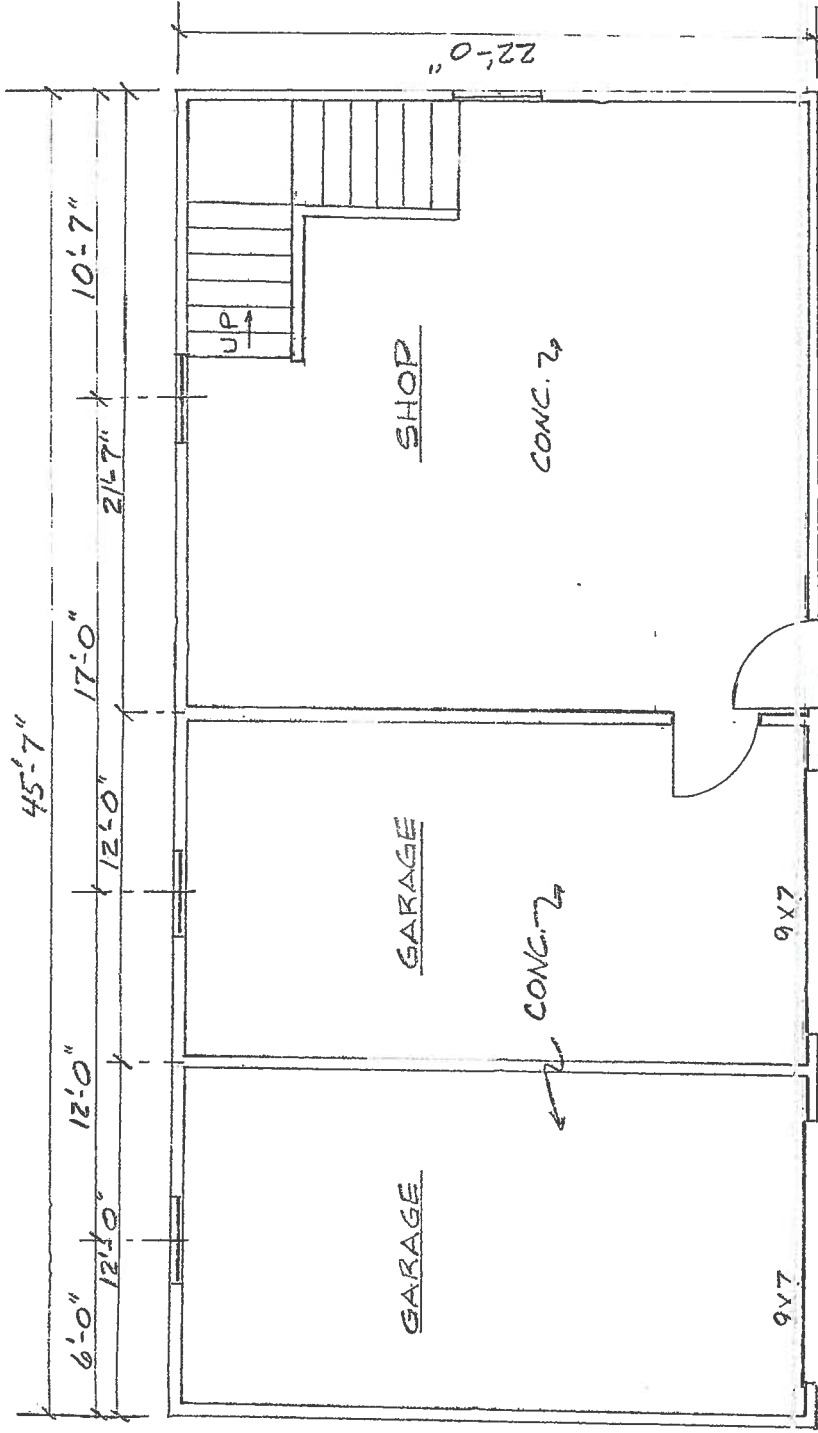


SECOND FLOOR PLAN

24'4" = 1'-0"



RIGHT ELEVATION
3/4" = 1'-0"



FIRST FLOOR PLAN
@ 1/4" = 1'-0"

Adjacent Property Owners – 405 East Main Street

Vergil Carroll Jenkins Jr
412 East Main Street
Washington, NC 27889

Rachel Mills
PO Box 1325
Washington, NC 27889

Anna Maria Investments
122 S. Academy Street
Washington, NC 27889

IBX Development, LLC
1589 West 5th Street
Washington, NC 27889

David Clark
401 East Main Street
Washington, NC 27889

Litchfield Holdings
135 Harbor Road
Washington, NC 27889

Virginia Finnerty
400 East Main Street
Washington, NC 27889

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 405 East Main Street – Construct a new garage/workshop

A request has been made by Ms. Gerri McKinley for a Certificate of Appropriateness to demolish the existing garage/workshop and construct a new garage/workshop in the same footprint with appropriate materials at the rear of the property located at 405 East Main Street. Please review the Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.12 Outbuildings and Chapter 6.0 Demolition.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Gerri McKinley to demolish the existing garage/workshop and construct a new garage/workshop in the same footprint with appropriate materials at the rear of the property located at 405 East Main Street. Please review the Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.12 Outbuildings and Chapter 6.0 Demolition.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Gerri McKinley to demolish the existing garage/workshop and construct a new garage/workshop in the same footprint with appropriate materials at the rear of the property located at 405 East Main Street. Please review the Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.12 Outbuildings and Chapter 6.0 Demolition. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Ms. Gerri McKinley to demolish the existing garage/workshop and construct a new garage/workshop in the same footprint with appropriate materials at the rear of the property located at 405 East Main Street. Please review the Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.12 Outbuildings and Chapter 6.0 Demolition.

**New Business
Major Works
413 East Main Street**

Historic Preservation Commission
Washington, NC

Please use Black Ink

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.



ADDRESS: 413 E Main St

TAX PARCEL NUMBER: 5685-06-1924

CONTRIBUTING: Yes

CONTRIBUTING NUMBER: 129 **NON-CONTRIBUTING NUMBER:**

CURRENT OWNER: Charles and Jennifer Davis

FLOOD ZONE: No

SQUARE FOOTAGE OF STRUCTURE: 2656

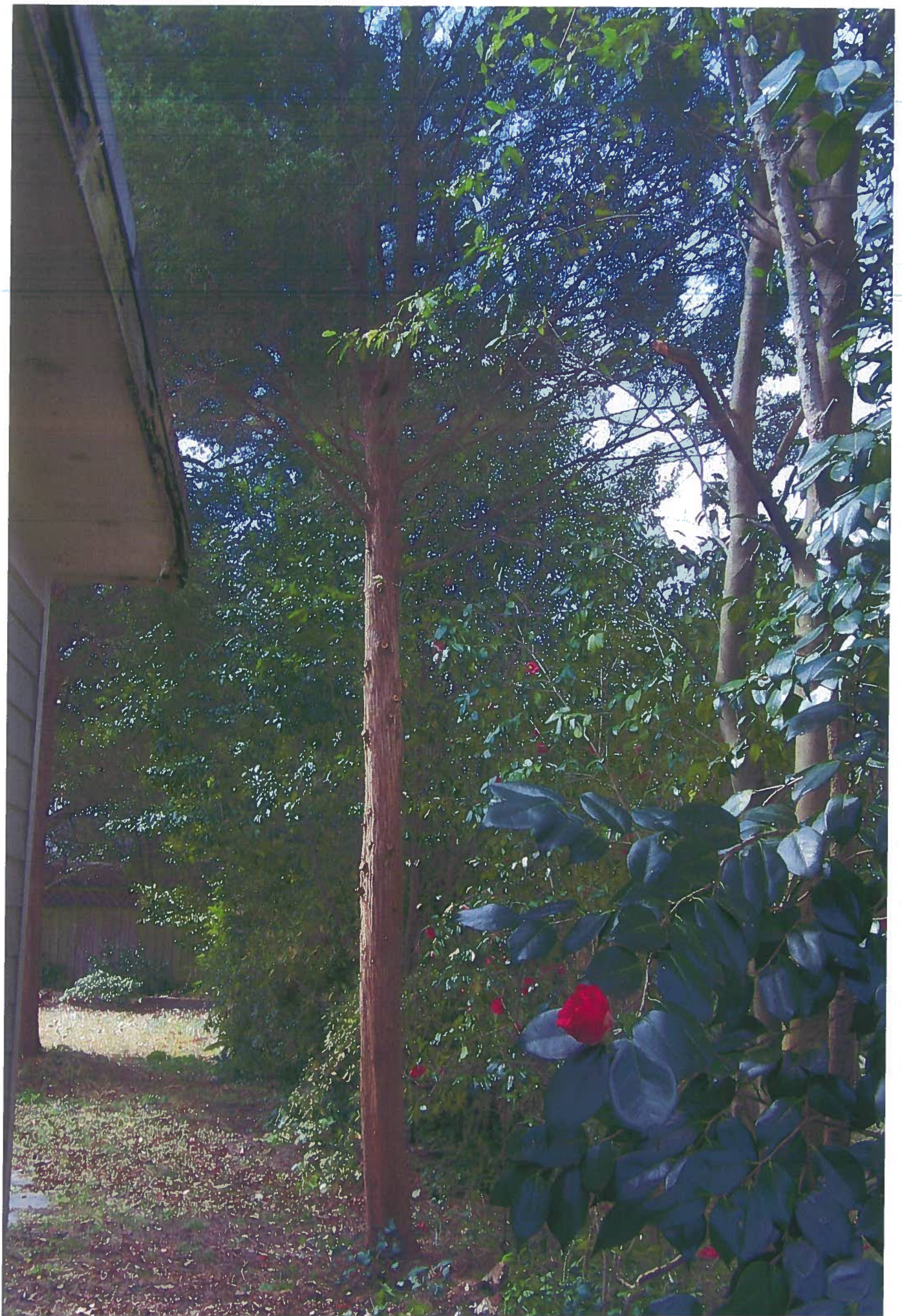
WINDOW STYLE: 6/6 Downstairs: same

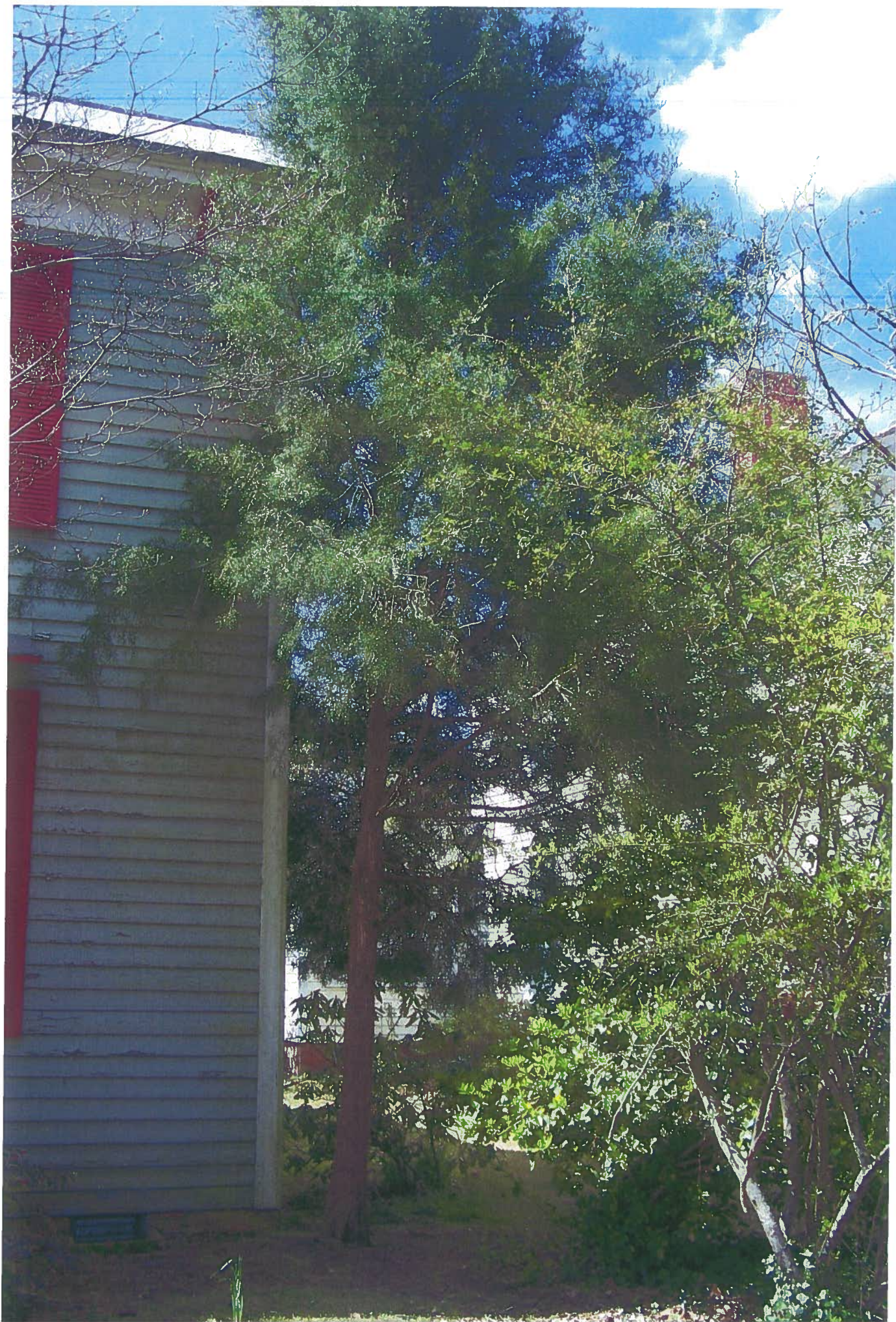
DOOR STYLE:

ROOF MATERIAL: Tin

DESCRIPTION: John Charles House. 2 story late 19th century frame house with bracketed cornice, molded detail. Bought or built by John Charles about 1910.

OTHER FEATURES: (i.e. fences, accessory buildings, etc.): Storage- 16 x 10









Cedar Tree

Approx 11m/37ft

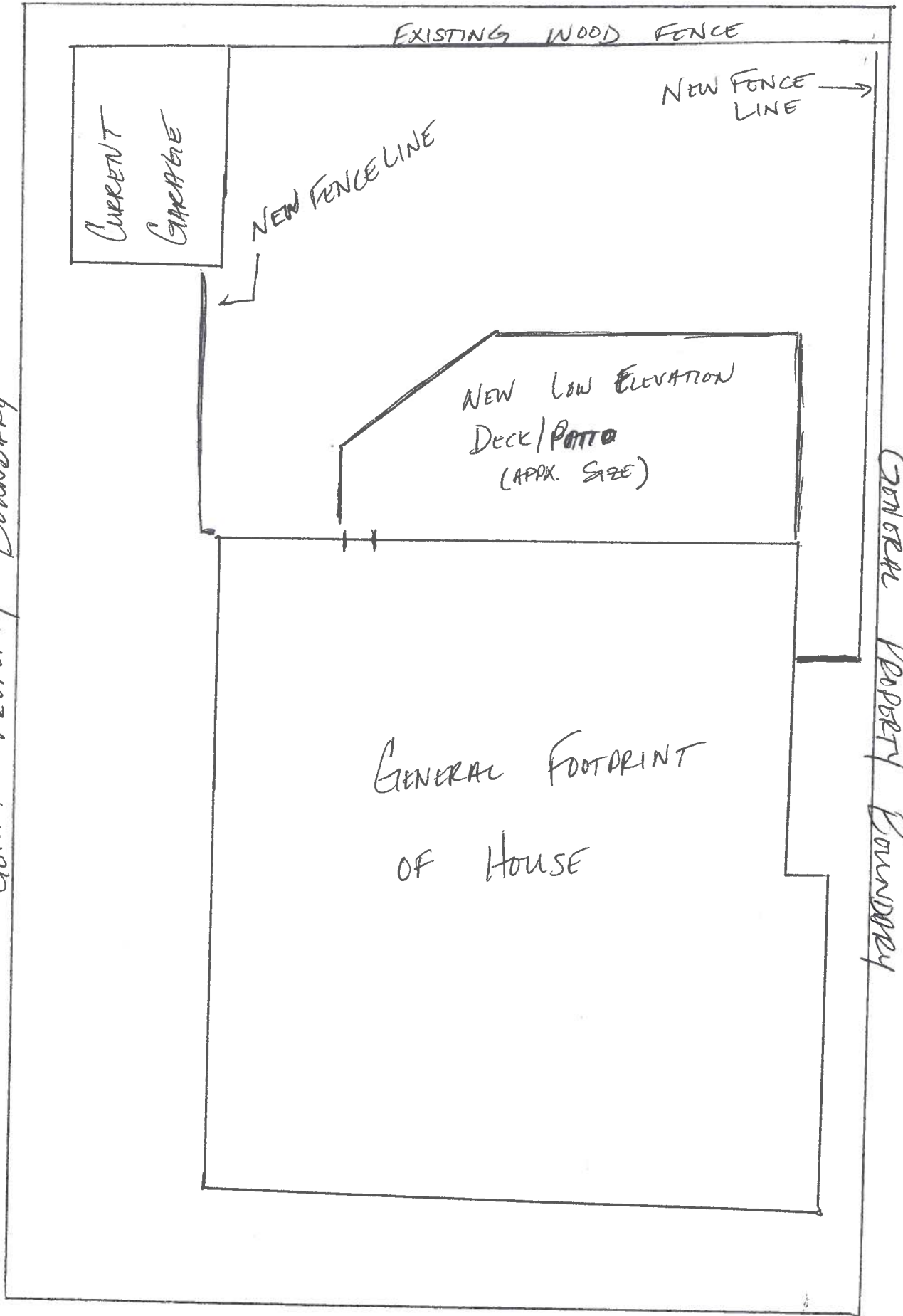
2012 GPAPRMLS



413 E. MAIN ST.

DRAWING NOT TO SCALE

General Property Boundary



General Property Boundary





Adjacent Property Owners – 413 East Main Street

Rachel Mills
PO Box 1325
Washington, NC 27889

Vergil Carroll Jenkins Jr
412 East Main Street
Washington, NC 27889

Anna Maria Investments
122 S. Academy Street
Washington, NC 27889

John J. O'Neil
420 East Main Street
Washington, NC 27889

Keith Hardt
424 East Main Street
Washington, NC 27889

Leslie A. Moore
31 Evanshire Drive
Fredericksburg, Va. 22406

Walter A. Hannah
1721 Anderson Street
Wilson, NC 27893

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 413 East Main Street – Removal of a tree

A request has been made by Chuck and Jenna Davis for a Certificate of Appropriateness to remove 2 Cedar Trees at the corners of the house to prevent structural damage and 1 tree in the rear yard on the property located at 413 East Main Street. Please review the Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.1 Landscaping.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Chuck and Jenna Davis to remove 2 Cedar Trees at the corners of the house to prevent structural damage and 1 tree in the rear yard on the property located at 413 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.1 Landscaping.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Chuck and Jenna Davis to remove 2 Cedar Trees at the corners of the house to prevent structural damage and 1 tree in the rear yard on the property located at 413 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.1 Landscaping. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Chuck and Jenna Davis to remove 2 Cedar Trees at the corners of the house to prevent structural damage and 1 tree in the rear yard on the property located at 413 East Main Street. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.1 Landscaping.

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 413 East Main Street – Construction of a deck

A request has been made by Chuck and Jenna Davis for a Certificate of Appropriateness to construct a new deck at the rear of the structure located at 413 East Main Street. Please review the Design Guidelines, specifically Chapter 5.0 New Construction Section 5.4 Decks.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Chuck and Jenna Davis to construct a new deck at the rear of the structure on the property located at 413 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction Section 5.4 Decks.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Chuck and Jenna Davis to construct a new deck at the rear of the structure on the property located at 413 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction Section 5.4 Decks. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Chuck and Jenna Davis to construct a new deck at the rear of the structure on the property located at 413 East Main Street. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction Section 5.4 Decks.

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 413 East Main Street – Construction of a fence

A request has been made by Chuck and Jenna Davis for a Certificate of Appropriateness to construct a new 6' high wooden privacy fence at the rear of the property located at 413 East Main Street. Please review the Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.6 Fences & Walls.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Chuck and Jenna Davis to construct a new 6' high wooden privacy fence at the rear of the property located at 413 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.6 Fences & Walls.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Chuck and Jenna Davis to construct a new 6' high wooden privacy fence at the rear of the property located at 413 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.6 Fences & Walls. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Chuck and Jenna Davis to construct a new 6' high wooden privacy fence at the rear of the property located at 413 East Main Street. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically 4.0 Streetscape and Site Design Subsection 4.6 Fences & Walls.

**New Business
Major Works
324 East 2nd Street**

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please Use Black Ink

Street Address of Property: 324 East 2nd Street

Historic Property/Name (if applicable): N/A

Owner's Name: Anne and Matthew Willard

Lot Size: 55' feet by 210' feet.
(width) (depth)

List all properties within 100 feet; on both sides, in front (across the street), and to the back of the property: (If necessary, attach a separate sheet)

Brief Description of Work to be Done:

Demolish the existing home because of the cost of rehabilitation.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Anne Willard
(Name of Applicant - type or print)

318 East Main Street Washington 27889
(Mailing Address) (Zip Code)

3/3/13 907-444-1706
(Date) (Daytime Phone Number)

Anne Willard
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

PROJECT CATEGORIES (check all that apply):

- ☒ Exterior Alteration ☐ Addition
☒ New Construction ☐ Demolition

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.

SUPPORTING INFORMATION:

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- ☐ **Written Description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (ie. Width of siding, window trim, etc.)
- ☒ **Plot Plan** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- ☐ **Description of Materials** (provide samples if appropriate).
- ☒ **Photographs** of existing conditions.
- ☐ **Drawings** showing proposed work. Include one set of full size drawings when available.
- ☐ **Plan** drawings.
 - ☒ **Elevation** drawings showing the new façade(s).
 - ☐ **Dimensions** shown on drawings.
 - ☐ **8-12" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the bigsheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- ☐ **State or Federal Tax Credits/Funds or CAMA Permits.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- ☒ **Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

(Office Use Only)

Section (page)	Topic	Brief Description of Work
Chapter 6.0	Demolition and Relocation	
Section 6.1	Demolition and Relocation	Demolish existing structure

anne and matthew willard

318 East 2nd ST, Washington, NC 27889

Phone 907 -444-1706



Date: 3/3/13

City of Washington,
Planning and Development
Market St
Washington, NC 27889

Dear Sir:

Enclosed is our application for demolition of 324 East 2nd ST. Currently the house is not inhabitable. The cost of renovation, to even bring this up to code, would be greater than the value of the house. Some of the issues that need replacing:

1. The tin roof on the east side is loose and peels back during storms . The soffits are rotten and falling apart. We are concerned about the danger of this problem to both people and property.
2. The plumbing and electrical need replacing. The have been no electric or water to the house in 2 years.
3. There is no kitchen (only a sink) –there are no appliances
4. Bathroom would need complete replacement
5. There is not a working furnace or heat.
6. The floor has many soft spots and floor support would need additional work. We are unsure if due to termite damage . Several of these appear dangerous on the second floor and porch.
7. The porch needs replacement as rotting supports and decking.
8. Several windows are broken and all need replacement.
9. There is no insulation in the house.
10. Regarding the interior walls and ceilings– need replacement as the ceiling is falling down in several places. There is a large hole in the wall where the original furnace exhaust was. No hook up to chimney.
11. Chimney is leaning, has no liner and missing mortar
12. Front entrance has broken windows . providing access for vagrants
13. Staircase is steep with extremely short steps and would replacement and redesign to get a proper staircase



We would like to proceed with demolition since there are a number of safety issues with this house.

Our plans for the future are uncertain at present however, if we decide on a structure, you can be certain it will be consistent with neighborhood and the building requirements for the historic district. Since we are the adjacent homeowners to the property, we will insure that any proposals will fit with the historic character.

Thank you for your consideration.

Sincerely,

Quinn E. Willard
Matthew Willard

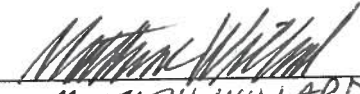
City of Washington
Washington Historic Preservation Commission
Notice of Intent to Demolish

The undersigned do petition the Historic Preservation Commission for a Certificate of Historic District Appropriateness for the demolition of the structure (s) at 324 E. 2nd STREET.

Type of structure- 2 STORY HOUSE

The notice of intent to demolish will be received and reviewed by the Historic Preservation Commission at their next regular meeting.

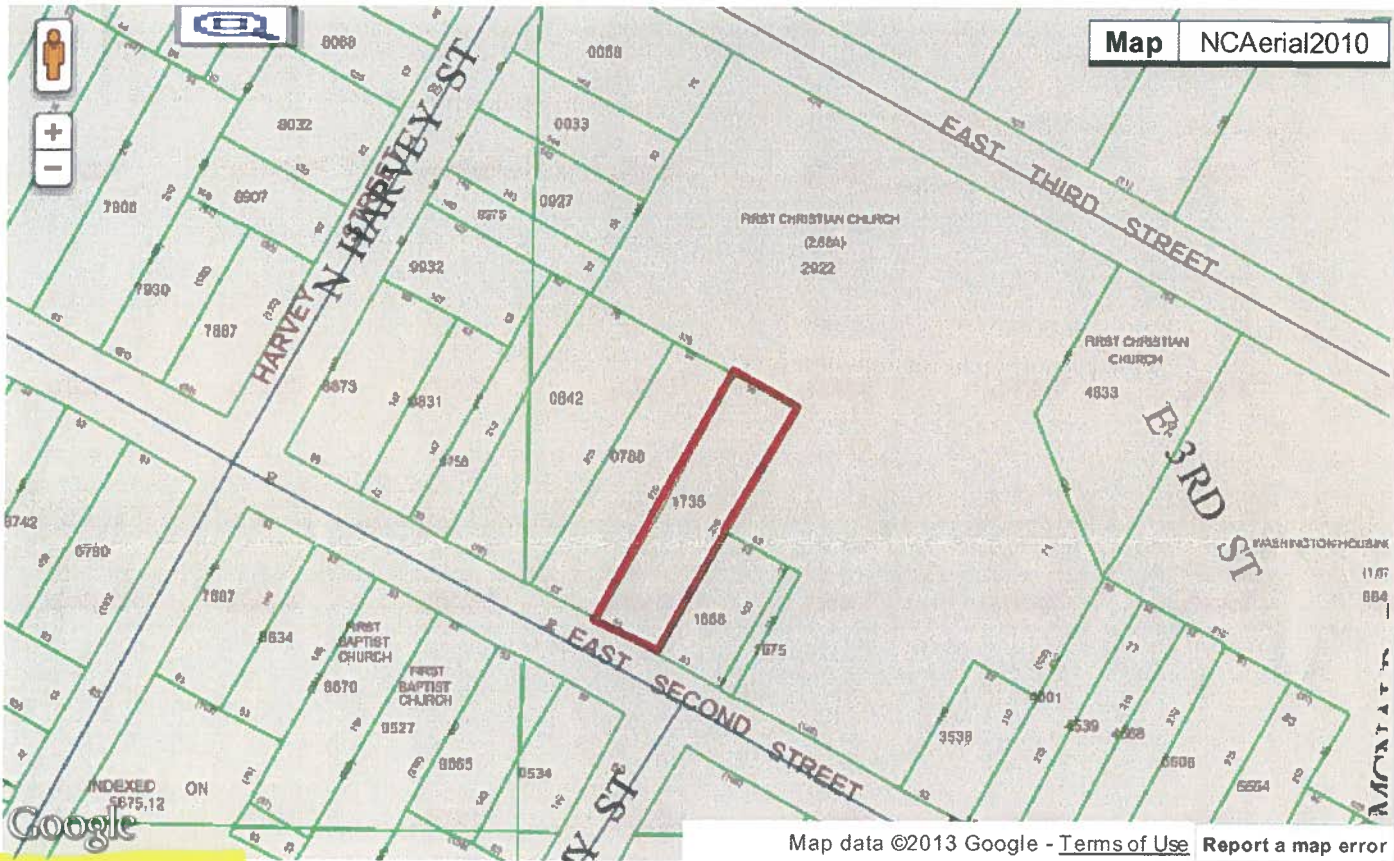
02-27-13
Date

 OWNERS
Signed MATTHEW WILLARD
Matthew Willard

Historic Preservation Action taken: _____

Date taken

Authorizing Official



PIN 01027114
 GPIN 5685-07-1735
 GPINLONG 5685-07-1735
 NAME1 WILLARD MATTHEW
 NAME2 WILLARD ANNE E
 ADDR1
 ADDR2 PO BOX 37028
 CITY TOKSOOK
 STATE AK
 ZIP 99637
 PROP_ROAD 324 E 2ND ST
 ACRES 0.0000
 ACCT_NBR 915568
 MAP_SHEET 568505
 NBR_BLDG 3.0000
 DATE 1/16/2013 12:00:00 AM
 DB_PG 1805/0697
 LAND_VAL 53560.0000
 BLDG_VAL 86453.0000
 DEFR_VAL 0.0000
 TOT_VAL 140013.0000
 NBHD_CDE H
 NBHD_DESC HISTORICAL
 SUB_CDE
 SUB_DESC
 STAMPS 52.0000
 SALE_PRICE 26000.0000
 ZONE RHD
 LAND_USE
 DISTRICT 01
 PROP_DESC 1 LOT 324 EAST 2ND STREET
 MBL 568505269
 EXMPT_PROP
 EXMPT_AMT 0.0000
 ROAD_TYPE P

We can supply appraisal
 to support value.
 Appraised by Low Howard RAS
 c 24,000.00 10/2012



ADDRESS: 324 East 2nd Street

TAX PARCEL NUMBER: 5685-07-1735

CONTRIBUTING: Yes

CONTRIBUTING NUMBER: 302 **NON-CONTRIBUTING NUMBER:**

CURRENT OWNER: Matthew and Anne Willard

FLOOD ZONE: Yes

SQUARE FOOTAGE OF STRUCTURE: 1994

WINDOW STYLE: upstairs: 6/6 downstairs: same

DOOR STYLE: 4 Panel Colonial

ROOF MATERIAL: Tin

DESCRIPTION: 2 story late 19th early 20th century gable end frame house with sawn trim, bracketed eaves, chamfered porch posts.

OTHER FEATURES: (i.e. fences, accessory building, etc.): Storage- 1 S FR 16 x 8, Storage- 1 S FR 8 x 16

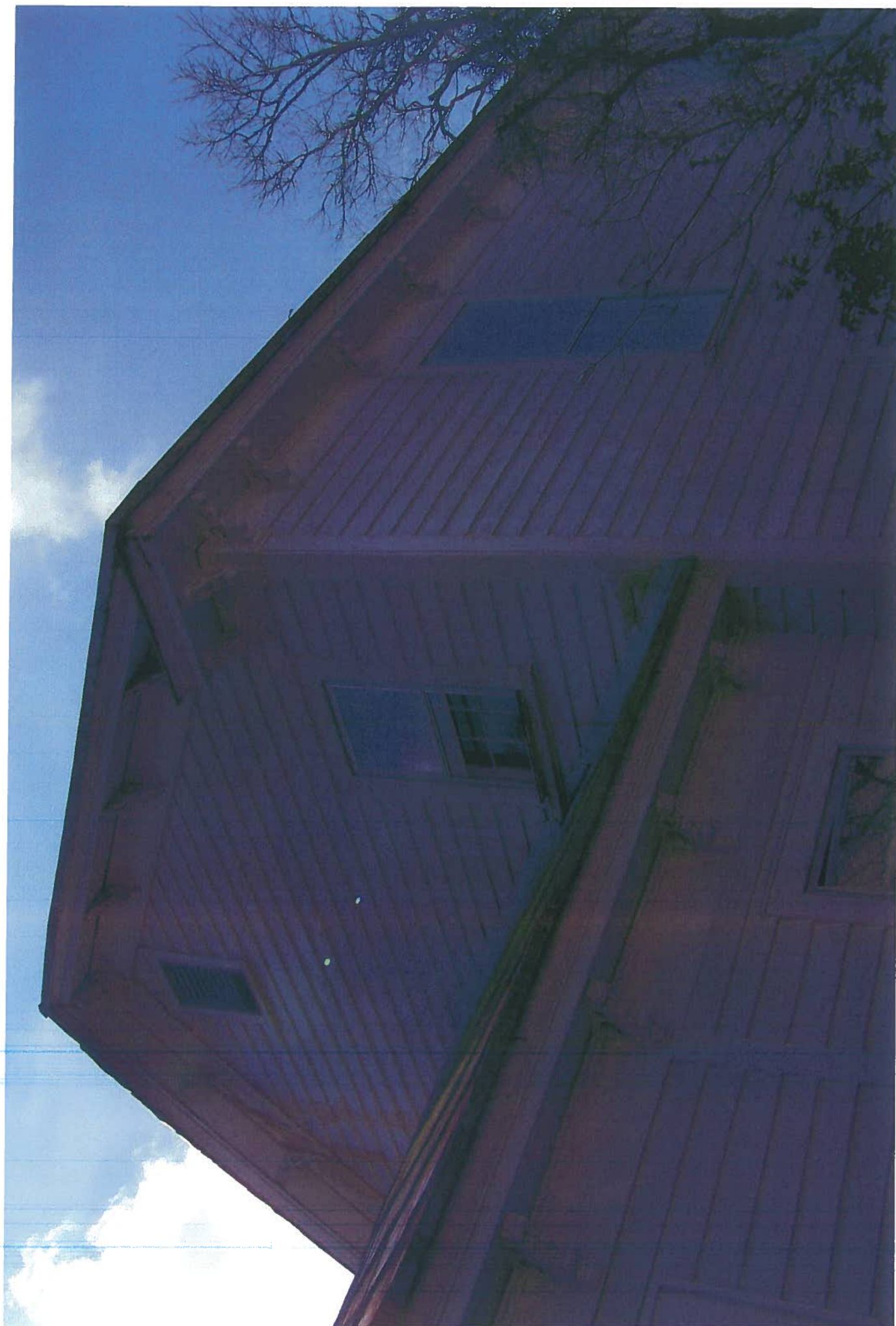












Adjacent Property Owners - 324 East 2nd Street

Matthew Willard
318 East 2nd Street
Washington, NC 27889

Doris Anne Schneider
323 East 2nd Street
Washington, NC 27889

First Baptist Church
113 North Harvey Street
Washington, NC 27889

First Christian Church
401 East 2nd Street
Washington, NC 27889

Milo Arnold
222 East 2nd Street
Washington, NC 27889

Mary A. King
115 Academy Street
Washington, NC 27889

James Timothy Pritchard
120 North Academy Street
Washington, NC 27889

Seth Shoneman
307 East 2nd Street
Washington, NC 27889

Andrew Oliver Jr.
184 Rustic Road
West Jefferson, NC 28694

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: Demolition of 324 East 2nd Street

A request has been made by Anne and Matthew Willard for a Certificate of Appropriateness to demolish the structure located at 324 East 2nd Street. Please review the Design Guidelines, specifically Section 6.0 Demolition and Relocation.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Anne and Matthew Willard to demolish the structure located at 324 East 2nd Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 6.0 Demolition and Relocation.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Anne and Matthew Willard to demolish the structure located at 324 East 2nd Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 6.0 Demolition and Relocation. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission delay a Certificate of Appropriateness to Anne and Matthew Willard to demolish the structure located at 324 East 2nd Street. The delay in the Certificate of Appropriateness shall not exceed 365 Days. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Section 6.0 Demolition and Relocation.

**New Business
Major Works
628 East Main Street**

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please Use Black Ink

Street Address of Property: 628 East Main Street

Historic Property/Name (if applicable): N/A

Owner's Name: William D. McNeill

Lot Size: 55' feet by 151' feet.
(width) (depth)

List all properties within 100 feet; on both sides, in front (across the street), and to the back of the property: (If necessary, attach a separate sheet)

Brief Description of Work to be Done:

1. Construct six feet high wooden privacy fence along the eastern property line.

The fence would begin to step down at the mid-point of the house to become four feet fence
at the beginning.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

William D. McNeill
(Name of Applicant - type or print)

628 East Main Street Washington 27889
(Mailing Address) (Zip Code)

3/7/13 946-0409
(Date) (Daytime Phone Number)

Dan McNeill
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

PROJECT CATEGORIES (check all that apply):

- ☐ Exterior Alteration ☐ Addition
☐ New Construction ☐ Demolition

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.

SUPPORTING INFORMATION:

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

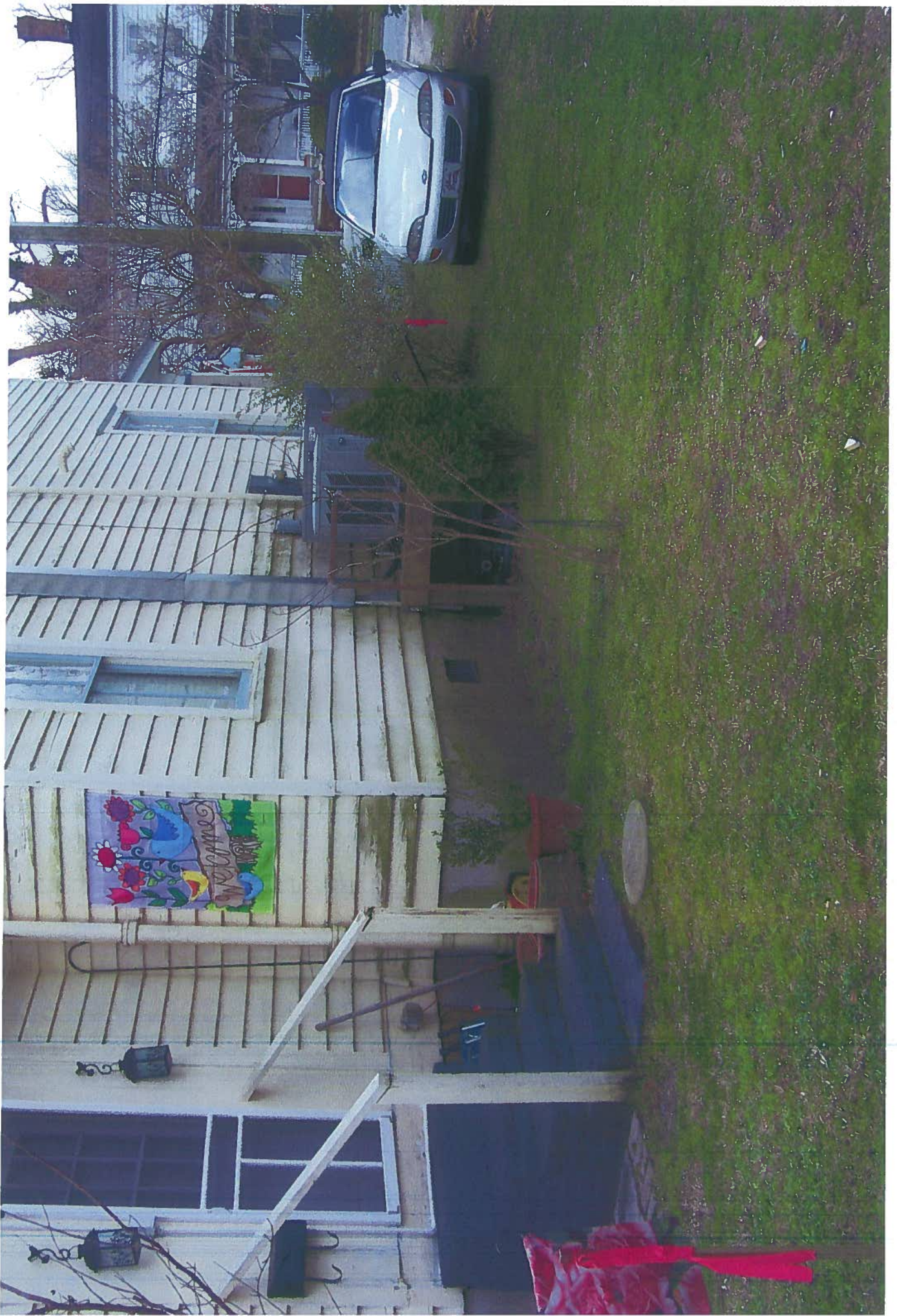
- ☐ **Written Description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (ie. Width of siding, window trim, etc.)
- ☐ **Plot Plan** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- **Description of Materials** (provide samples if appropriate).
- **Photographs** of existing conditions.
- **Drawings** showing proposed work. Include one set of full size drawings when available.
 - ☐ **Plan** drawings.
 - ☐ **Elevation** drawings showing the new façade(s).
 - ☐ **Dimensions** shown on drawings.
 - ☐ **8-12" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the bigsheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- ☐ **State or Federal Tax Credits/Funds or CAMA Permits.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- ☐ **Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

(Office Use Only)

Section (page)	Topic	Brief Description of Work
Chapter 4.0	Streetscape and Site Design	
Section 4.6	Fences and Walls	Construct new fence









Adjacent Property Owners - 628 East Main Street

Sharon B. Owens
622 East Main Street
Washington, NC 27889

Ravenel Alicia Bee
623 East Main Street
Washington, NC 27889

Dal Newbold
612 East Main Street
Washington, NC 27889

Rita Whitman
629 East Main Street
Washington, NC 27889

James R. Peavyhouse
5497 Georgetown Trace
Lilburn, GA. 30047

Karen A. Tripp
625 East Main Street
Washington, NC 27889

Deanna Lou Burleson
116 N. Charlotte Street
Washington, NC 27889

Jayne D. Wall
111 S. Reed Drive
Washington, NC 27889

Justin Ferrari
604 West 2nd Street
Washington, NC 27889

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 628 East Main Street – Construction of a fence

A request has been made by Mr. Dan McNeil for a Certificate of Appropriateness to construct a new 6' high wooden privacy fence at the rear of the property located at 413 East Main Street. Please review the Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.6 Fences & Walls.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Dan McNeil to construct a new 6' high wooden privacy fence along the eastern line of the property located at 628 East Main Street. The fence will step down to 4' at the beginning. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.6 Fences & Walls.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Dan McNeil to construct a new 6' high wooden privacy fence along the eastern line of the property located at 628 East Main Street. The fence will step down to 4' at the beginning. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.6 Fences & Walls. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Mr. Dan McNeil to construct a new 6' high wooden privacy fence along the eastern line of the property located at 628 East Main Street. The fence will step down to 4' at the beginning. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically 4.0 Streetscape and Site Design Subsection 4.6 Fences & Walls.

Minutes

March 5, 2013

WASHINGTON HISTORIC PRESERVATION COMMISSION

Regular Scheduled Meeting-Agenda

Tuesday, March 5, 2013

7:00 pm

Members Present

Geraldine McKinley Jerry Creech
Jerry Creech Ed Hodges
Rebecca Clark

Members Absent

Judi Hickson
Kasey Stone

Others Present

John Rodman, Director of Community and Cultural Services
Jessica Selby, Administrative Support

I. Opening of the meeting

The Chairman called the meeting to order.

II. Invocation

III. Roll Call

IV. Old Business

1. None

V. Major Works, Certificate of Appropriateness

A. Major Works

1. A request has been made by Mr. Scott Campbell for a Certificate of Appropriateness to construct an external elevator on the building at the rear of the property located at 213 North Market Street.

Scott Campbell came forward and was sworn in. He asked the Commission to grant a COA for the construction of a rear exterior elevator that will be adjoining the building at 213 North Market Street. Mr. Campbell stated that this area is a utility easement and presented the

Commission with photographs of the area. He explained that the external elevator would adjourn to the existing fire escape on his building. He explained that the structure itself would be a steel structure built by a professional elevator company and then they plan to do hardiplank on the exterior finish. Rebecca Clark asked what color they planned on painting the hardiplank. Mr. Campbell stated that once this is done they will probably paint the entire back of the building and it would likely be a beige color similar to the color part of the back of the building is now.

The Chairman opened the floor. Being none coming forward the floor was closed.

Rebecca Clark made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scott Campbell to construct an external elevator on the building at the rear of the property located at 213 North Market Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Subsection 3.13 Safety and Accessibility. Her motion was seconded by Ed Hodges. All voted in favor and the motion carried.

2. A request has been made by Mr. Wayland Sermons for a Certificate of Appropriateness to: 1) remove and replace upper windows with vinyl wrapper windows, 2) replace rotten window trim, sashes and panels, with middle center fluted, 3) replace the wide center window with two windows matching width of windows underneath, and 4) remove planters and replace with either plain or beaded panels on the building located at 117 North Market Street.

Wayland Sermons came forward to present his request. The Commission decided to hear his first three requests together and then the 4th separate. Mr. Sermons explained that his wife and he own the building at 117 North Market Street and it is adjacent to his law office that they also own. Mr. Sermons stated that they have done a lot of work to the building including the roof and have had it up for sale for a long time. He stated that they obviously need to do more to the building to entice a buyer. Mr. Sermons explained that they would like to redo the windows. He stated that they are requesting to replace the windows with vinyl clad windows that are as close as they can get to the original style of the windows. He stated that they will not be able to tell the difference once the new windows are in. Mr. Sermons discussed the glass windows above the two center wide windows. He proposed lifting up the center board and just having two windows. He presenting the Commission with a picture of Betty Stewart's building and explained that he would like to do something similar. Mr. Sermons stated that they would also have to replace the rotten trim, sashes, and panels. Mr. Sermons explained that they would like to remove the planters on the front of the building and replace them with either plain or beaded panels. Mr. Sermons discussed the numerous options that he has seen in the district. Mr. Sermons stated that he would like to move ahead with the windows part of his request and if the Commission is not comfortable with the planters request then they can table that request.

Mr. Sermons explained that he is up for suggestions. The Commission discussed and clarified the requests with Mr. Sermons.

That Chairman opened the floor. There being none coming forward the floor was closed.

Ed Hodges made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Wayland Sermons Jr. to: 1) remove and replace upper windows with vinyl wrapped windows, 2) replace rotten window trim, sashes, and panels, with middle center fluted, 3) replace the wide center window with two windows matching width of windows underneath. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.4 Windows and Doors. His motion was seconded by Geraldine McKinley. All voted in favor and the motion carried.

The Commission then discussed the planter request. The Commission stated that they liked the bead board option. Ms. Clarks stated that she felt the motion should stipulate that if Mr. Sermons decided to go with any other material then he would need to come back to the Commission for a revision.

Rebecca Clark made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Wayland Sermons Jr. to remove planters and replace with either plain or beaded panels on the building located at 117 North Market Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.7 Store Fronts. Ed Hodges seconded the motion. All voted in favor and the motion carried.

3. A request has been made by Steve Rader for A Certificate of Appropriateness to remove a large Pecan tree from the northeast corner of the property. Part of the tree leans toward the house and presents a hazard during a storm.

The Commission expected Victoria Radar's request to be excused from the voting on this matter.

Steve Radar came forward to present his request. He stated that they had previously had some other pecan trees removed. He explained the danger to the house that this trees presents. Mr. Radar stated that when they removed the other trees they thought that they could control this particular tree that is an issue now, by trimming the top of it. However, with winds the tree sways enough to cause concern. He stated that if the section of the tree that lends towards the house happens to split, it could cause substantial damage to the house. He explained that they have determined that just the trimming of the trees was not sufficient. Mr. Radar stated that they have planted a number of other trees in the yard to replace the trees they previous took

down and they will end up having more trees then when they started. Rebecca Clark stated that she appreciated the fact that they tried to prune the tree and did what they could to try and save the tree. She stated that she could see where this tree does present a danger. Ms. Clark asked if they would be planting a replacement tree. Mr. Radar explained that they have already planted a additional pecan tree and in total they have planted 14 new trees on the property.

The Chairman opened the floor. There being none coming forward the floor was closed.

Ed Hodges made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Steve Radar to remove a large Pecan Tree from the northeast corner of the house in the rear yard of the property located at 113 South Harvey Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Subsection 4.1 Landscaping. His motion was seconded by Geraldine McKinley. All voted in favor and the motion carried.

B. Minor Works

1. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Joe Taylor to replace the HVAC unit at the rear of the structure located at 200 Water Street.
2. A request has been made and approved by staff for a Certificate of Appropriateness to Bagwell Realty to replace the existing shingles on the front and the rear of the structure with same material and color located at 315-317 West 2nd Street.
3. A request has been made and approved by staff for a Certificate of Appropriateness to Zaitona Restaurant to install a new sign on the front of the structure located at 228 Stewart Parkway.

Ed Hodges made a motion to approve all minor works. His motion was seconded by Rebecca Clark. All voted in favor and the motion carried.

VI. Other Business

1. Design Guidelines

Mr. Rodman stated that a lot of recent conversations have come up about substitute materials in the Historic District. He presented the Commission with a couple of articles relating to this issue and asked the Commission to review the information.

Mr. Rodman then explained to the Commission that the Washington Area Historic Foundation is in the process of replacing the Historic Walking Tour signs. He stated that once they decided on a sign, he would bring it to the Commission for their approval.

Rebecca Clark then asked Mr. Rodman to look into a request that the Commission had been presented with a couple of months ago. She informed Mr. Rodman that the owner had covered the windows on Main Street without their permission. Mr. Rodman stated that he would check into the issue.

Rebecca Clark then reminded the Commission that they are in the process of compiling a list of endangered homes in the Historic District and she asked for feedback on the issue. She asked that if any members see any homes that need attention to forward the address to her or Mr. Rodman. She explained that the purpose is to identify these homes before they get to the point of no return, so that they can be proactive. She stated that she wanted to get a list together to present to the City Council. Mr. Rodman then gave the Commission an update on the Water Street home.

Scott Campbell came forward and again urged the Commission to draft a letter to Council asking them to put some teeth into the demolition by neglect order. He stated he didn't like the idea of bills and leans going out, but if they do not start then more and more homes will fall into disrepair. He explained that in conjunction with the list they are compiling, he would really like to see the Commission draft a letter to Council encouraging them to use the demolition by neglect order. Rebecca Clark agreed with Mr. Campbell's statements. She stated that she felt if they could get the list together in the next couple of months a letter could be drafted and presented to the Council. The Commission discussed the issue further. Rebecca Clark stated that she should have something to present to the Commission on this issue by May.

VII. Approval of Minutes – February 5, 2013

Ed Hodges motioned to approve the February minutes. His motion was seconded by Geraldine McKinley. All voted in favor and the minutes were approved.

VIII. Adjourn

There being no further business Geraldine McKinley motioned to adjourn. Her motion was seconded by Ed Hodges. All voted in favor and the meeting was adjourned.